

KiMo Theatre

Rental Application Information Sheet

Submission of an application, or payment of a booking deposit, does not guarantee your rental.

The KiMo Theatre seats 650 persons and is available for rental by any individual or group with a performing arts or educational purpose. The KiMo Theatre is a registered Historic Landmark and is handicapped accessible, with limitations.

Call the KiMo Theatre, (505) 768-3522, to inquire about availability, costs and restrictions before submitting an application. Preservation restrictions, physical limitations within the building, Fire Code regulations and previously scheduled events may affect or prevent your proposed event.

Fill in the application as completely as possible. Call us if you have questions or need assistance with the form. An incomplete application will delay the processing of your request. Return all 3 pages to the KiMo. As part of the approval process you will be contacted by KiMo staff to discuss specifics of your proposed event and approximate rental costs.

The City may deny a permit application if the Mayor determines that the proposed use is not in the best interest of the City.

Approval of your application will be followed by a meeting for the signing of a Rental Contract.

Do not advertise or sell tickets to your event until after your Rental Contract is signed by all parties.

Booking Deposit Non-refundable, due with application.

\$250 for Non-profit organizations

\$500 for Commercial organizations

Damage Deposit Refundable after the event if there is no damage to the building.

\$500 Non-Profit

\$1000 Commercial

Insurance

Renter must have General Liability Insurance in the amount of \$1,000,000 naming *the City of Albuquerque as additional insured*. Renter must present a Certificate of Insurance to the KiMo Theatre no later than 10 working days before move in.

The KiMo Theatre is a smoke free facility.

KiMo Theatre

Rental Application

Please fill in the following information as completely as possible. Incomplete information will delay the processing of your request. Before submitting an application, call us at (505) 768-3522.

Organization _____

Contact Person/ _____ **Daytime**
Producer _____ **Telephone** _____

Fax _____ **Cell** _____ **Email** _____

Address _____ **Zip** _____

Commercial _____ **Non-profit** _____ **Fed. Tax ID #** _____

Renter must provide proof of non-profit / 501c3 status.

Name of Proposed Event _____

Description of Event _____

Is this event open to the public and suitable for all ages? Explain _____

List all dates and times you wish to use the theatre. Please attach a separate sheet if needed.

Include all the starting and ending times for each activity listed below.

Move In and Set-up _____

Rehearsal(s) or sound check _____

Performance(s) _____

Load-Out & cleanup _____

Signed _____ **Date** _____
Producer

RENTAL APPLICATION additional info. (2 pages)

If you have questions about this page, please call our Ticket Office at (505) 768-3544.

TICKETS

Will tickets be sold for this event? General Admission _____ Reserved _____ No _____

If No, Explain _____

How do you plan to advertise your production? All advertising must include the name and phone number of the KiMo's ticketing service and the KiMo Theatre ticket office.

FRONT OF HOUSE

In the event that you are not available, please name another person who can be responsible for your production. _____

Daytime phone _____ Email _____ Cell _____

Who will be your Front of House Manager? _____
Your Front of House Manager remains in the lobby during the entire performance.

Who will be your 'at the door' ticket sellers? _____
These persons sell tickets from at least 1 hour before the show and until thirty minutes after the show starts. You must provide your own change bank for 'at the door' ticket sales.

Will you provide your own ushers? Yes _____ No _____ A minimum of 8 ushers are required, no one under the age of 18. Ushers must arrive 1 hour before show-time and remain until the end of the show. The KiMo can provide ushers, \$65.00 per performance, payable to the head usher prior to the event.

Will there be an Intermission? Yes _____ No _____ When and how long? _____

Do you want to sell or display anything in the lobby? You may not serve food or drink.

Yes _____ No _____ What type of items? _____

Will you be taping, photographing or broadcasting your event? Yes _____ No _____

Who will provide these services? _____ Phone _____

Is the media invited to this event? Yes _____ No _____ If yes, Explain _____

BACKSTAGE / TECHNICAL

If you have questions about this page, please contact the Technical Manager at (505) 768-3578.

Smoking, alcoholic beverages and controlled substances are totally prohibited on and backstage.

Who is your technical director / production coordinator? _____

Daytime phone _____ Email _____ Cell _____

Will you need to use the dressing rooms? Yes _____ No _____

How many performers? _____ Maximum dressing room capacity is 45 persons.

Will you have performers under the age of 18? Yes _____ No _____ How many? _____

You must provide at least 1 chaperone for every 10 underage performers.

Will you provide your own technical staff? Yes _____ No _____ The KiMo can provide equipment operators or stage labor, at \$19 per hour / per person.

Some basic lighting and sound equipment is included in the rental of the facility. Ask the KiMo Technical Manager for equipment lists and rental prices, confirm the availability of critical items.

Describe the technical needs of your production. Attach copies of any drawings, plans or technical riders. List all equipment to be used.

There is no scene shop or scenery storage space at the KiMo. Scenery construction and painting are not allowed in the facility. Scenery must be stored onstage. Fire Lanes may not be obstructed. There is no 'fly' system.

Special effects and potentially harmful situations are prohibited unless reviewed in advance and approved by the KiMo Technical Manager and/or the Fire Marshall. Non-disclosure can result in the cancellation of your event. Ask the KiMo Technical Manager for the guidelines regarding animals, flame, food and liquids, firearms and other weapons, incense and smoke effects, strobe lights, fog, etc.

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Return this completed application to:

KiMo Theatre
423 Central NW
Albuquerque, NM 87102
(505) 768-3522 fax (505) 768-3542